

CP26
Manpower & Force Management Competitive Professional Development
Fact Sheet

Competitive Professional Development – Functionally tailored, significant developmental opportunities, documented in the Career Program **ACTEDS Training Plan**, including:

- Academic University Programs (Degree & Non-Degree)
- Training-With-Industry
- Developmental Assignments

Career Program Requirements:

- CP26 careerists assigned to a CP26 position or performing CP26 duties
- GS-11 and above (GS-12* and above for formal, Long Term Academic University Training) * (*More than 120 days and Full Time*).

EXAMPLES of CPD Training Programs Eligible for ACTEDS Funding:

- ❖ Army Comptrollership Program
- ❖ Army Comptrollership Course (ACC)
- ❖ Professional Resource Management Course (PRMC)
- ❖ Senior Resource Managers Symposium
- ❖ Defense Financial Management Course (DFMC)
- ❖ The Army Congressional Fellowship Program
- ❖ Logistics Executive Development Program
- ❖ Secretary of the Army Research and Study Fellowship
- ❖ Dept. of Defense Professional Enhancement Programs
- ❖ USDA Graduate School Courses
- ❖ Leadership for a Democratic Society, Federal Executive Institute

HOW TO APPLY:

1. Refer to **2006 ACTEDS Training Catalog, Chapter 3, CP26, Manpower and Force Management**. Catalog can be accessed via Manpower and Force Management website, (www.cp26.army.mil), and the Army Civilian Personnel On-Line site, (www.cpol.army.mil).
 - a. **Manpower and Force Management Website:**
 - i. Click on "Training & Development" link
 - ii. Scroll down, click on "ACTEDS CATALOG". Click on the catalog logo and go to Chapter 3. Click on "CP-26"
 - iii. Scroll down to bottom and click on "Click for Application Packet". Follow instructions as provided.
 - b. **Army Civilian Personnel On-Line Website:**
 - i. Click on "References & Tools" link
 - ii. Click on "Training & Leadership Development"
 - iii. Click on "ACTEDS TRAINING CATALOG".

- iv. Follow same procedures listed above (ii & iii)

2. Individual courses (not part of a Degree program):

- a. Submit memorandum of endorsement from direct supervisor, MACOM Career Program Manager and/or organizational Commander, to CP 26 Proponency Office supporting course attendance.
- b. Request RASS access, (email or telephonically), from CP26 CPD Program Manager.
- c. Requested courses must be job related or current job skill enhancing.
- d. Input 1556 in RASS. Approval authority is CP26 Functional Chief Representative. 1556's must be input at least **3 weeks** prior to the class start date.

3. Courses sponsored by other Career Program proponencies, or governmental agencies (i.e., Army Comptrollership Course (ACC); USDA, etc.), follow application instructions as published by the training announcement. ***If CP26 ACTEDS funding support is requested, application must be submitted to the CP26 Proponency Office.*** If approved for funding, the CP26 Proponency Office will forward the application to the appropriate Proponency Office or governmental agency.

4. University Degree Program (Bachelors & Masters)

- a. Complete ACTEDS Training Application Packet, referenced in #1.
- b. Bachelor's Degree applicants must have completed at least **2 years** of 4 year degree requirements, prior to applying.
- c. Submit application packet to CP26 Proponency Office.
- d. Approval Process:
 - i. CP26 Board of Directors (BOD) reviews & ranks application for funding support.
 - ii. CP26 Functional Chief Representative approves CP26 prioritization and endorses for ASA(MR&A) approval.
 - iii. ASA(M&RA) approves FCR recommendation.

******Approval process is time consuming – Allow at least 2 months prior to training start to accommodate approval process!! ******

e. College/ University Payment Procedures:

- i. Contact your College/ University Representative or Business Office and inform them that you have an approved DD FORM 1556 to submit as payment for your courses. They should inform you as to where to send the form.
- ii. Make a copy of the approved 1556. Mail or fax the copy to the training source (College/University).

- iii. The College/ University will attach an invoice to the DD FORM 1556 and mail or fax to the address and fax number referenced in **Block #37** of the DD FORM 1556.
- iv. **Books:** If the school **includes** the books cost on their invoice, no additional action is required. If not, buy the books and send a SF 1034 with receipts for reimbursement to Fax # (703) 325-6523, Resources Management Office, HQDA, G-1. The information will be forwarded to DFAS for payment.

5. Developmental Assignments:

- a. Complete ACTEDS Training Application Packet, per announcement guidance. Submit to CP26 Proponency Office
- b. Applications will be reviewed and ranked by CP26 Board of Directors and approved by the Functional Chief Representative for placement.

WHAT IS RASS?

****The Resource Allocation Selection System (RASS)** - Automated financial system that centrally manages the Army Civilian Training, Education and Development System (ACTEDS) resources for the Intern and Competitive Professional Development (CPD) training programs.

RASS enables the creation, submission, and approval of the following forms:

- ❖ Request, Authorization Agreement, Certification of Training and Reimbursement Form (**DD Form 1556**)
- ❖ Request, and Authorization for TDY Travel Orders (**DD Form 1610**)
- ❖ Claim for Reimbursement for Expenditures on Official Business (**SF1164**). You may access RASS at the following website:
<https://acpwap.army.mil/rass/> ****RASS access must be requested via the CP26 Competitive Professional Development Program Manager, if not already available..**
- ❖ This site also contains quick reference guides. For Help with technical problems, contact the HQDA Civilian Human Resources System (CHRS) Help desk at 1-888-253-1836.

Points of Contact:

CP26 CPD Program Manager - (703) 695-5437; DSN: 225-5437

Address: Office of the Deputy Chief of Staff, G-1 300 Army Pentagon, ATTN: DAPE-PRM, Washington, DC 20310-0300